

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 10/2016
OPENING DATE: 05/11/16
CLOSING DATE: 05/30/16
POSITION TITLE: Secretary/Administrative Assistant (Roving), FSN-7 (Two 12-month Temporary Positions)
SALARY: KZT equivalent of \$9,657 p.a. (starting gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

MAJOR DUTIES: Under the general supervision of the Executive Office Administrative Assistant the incumbent serves as a roving secretary to cover the absences of the regular secretaries, to handle special projects, and to provide support during peak periods in the Mission: 1) schedules meetings, makes appointments and maintains calendars as appropriate; 2) drafts and/or types routine cables, non-technical letters, memoranda, cables, reports, and responses to requests for information; ensures outgoing correspondence is properly formatted in accordance with the protocol procedures, has correct spelling, grammar and punctuation; 3) handles telephone calls and coordinates requests received and ensures all are taken care of as appropriate; 4) escorts visitors to and from the office; 5) receives incoming mail and correspondence, reviews for action, and distributes to appropriate staff members; 6) develops and maintains an office filing system according to the USAID regulations; 7) maintains time and attendance (T&A) records for staff and prepares T&A reports; 8) prepares travel requests and travel reimbursement vouchers; 9) serves as an interpreter and translates various technical documents; 10) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (60%):** University/College degree. Minimum three years of progressively responsible secretarial or clerical experience. Minimum one year of experience with an international organization in a similar work. Strong knowledge and understanding of general office management and administration practices, and good working knowledge of general correspondence procedures and format. Strong typing and computer proficiency (MS Office, Word, Excel, PowerPoint and spreadsheet programs). Good working knowledge of operating office equipment.

- **Teamwork/Interpersonal and Communication Skills (30%):** Excellent communication and interpersonal skills. Candidate must be highly organized, be strongly customer service oriented, able to effectively work in a team environment and under pressure.

- **Language Skills (10%):** Fluent (Level IV) English and Russian (both oral and written).

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received by **COB Monday, May 30, 2016** via e-mail: almaexo_hr@usaid.gov (preferred) or mail to the Executive Office (EXO)/Personnel, USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan. A copy of the Position Description is available in EXO/Personnel (tel.: 7-727-2507612/17, ext. 6353).

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.